

ARCHIVES

A LIST OF SUBJECT HEADINGS
FOR
INDEXING AND FILING
INDUSTRIAL DEVELOPMENT COLLECTIONS

COMPILED BY
BASIC DATA SECTION
INDUSTRIAL DEVELOPMENT DIVISION
ENGINEERING EXPERIMENT STATION
GEORGIA INSTITUTE OF TECHNOLOGY
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P R E F A C E

Indexing and filing the voluminous material bearing upon the countless elements of industrial development has long posed a serious problem.

Needed has been a listing sufficiently comprehensive to answer the requirements of offices and libraries large or small.

Ease of application and simplicity were no less essential if such a list were to be of common use among professional and laymen concerned with development programs of widely-varying objectives and areas.

With the adoption, in 1963, by the American Industrial Development Council of priority programs in the twin fields of Education and Information, it became readily apparent that the first logical step must be the creation of such a system. Upon its completion would rest the preparation of a current bibliography, the establishment of a central repository and library, and the writing of needed textbooks and other reference material.

In undertaking this basic project, the Council has been fortunate from the beginning. At Georgia Institute of Technology's Engineering Experiment Station, the Industrial Development Division, it was learned, maintained a considerable area development collection. Staffed by professional librarians; obviously this was the place to contract the work.

Accordingly, early in 1964, the project was undertaken by the Basic Data Section. Directed by Dr. Mary Edna Anders, Special Research Scientist, and assisted by Mrs. Charles T. Roan, the work proved both painstaking and formidable. Definition by which headings could be established posed a considerable problem, for industrial development in itself is difficult to define, let alone the many elements with which it is concerned.

As the compilation progressed, assistance was generously proffered by: Robert Bulloch, Georgia Institute of Technology; Connie Comer, Atlanta Chamber of Commerce; Ray Cooper, De Kalb Chamber of Commerce; Richard L. James, Committee of 100, Chattanooga; Dr. Arthur Kittle, Price Gilbert Library, Georgia Institute of Technology.

The staffs of both the Industrial Development Division and the American Industrial Development Council assisted in many ways to forward the project, as the list slowly but surely took shape.

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The Great Lakes States Industrial Development Council
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All concerned with compilation, editing and publishing sincerely trust that this First Edition of the List will serve to provide a long absent and most worthwhile tool for industrial development everywhere.

American Industrial Development Council, Inc.
Office of the Secretary
230 Boylston Street, Boston, Massachusetts 02116
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- INTRODUCTION -

The List has been published to provide a simple yet comprehensive system under which may be filed collections of industrial development material regardless of their size. It was compiled, in particular, with the industrial developer in mind regardless of whether he is a member of a large staff or maintains a one-man office. It has the further purpose of providing a common system for general use among libraries, industrial development organizations and practitioners, whether they be professionals or laymen.

To establish the system is not difficult but will take time. The results, however, will save many long and frustrating hours often wasted in answering two questions that bedevil any office: "I saw something about that --- but where?" and "How shall I title this piece so that our readers can file it for ready reference?"

So that it will more nearly meet his needs, space has been provided for specific modifications in the List. To assist in marking material for filing, the Cutter-Sanborn numbers have been applied to the various major headings with the permission of The H. R. Hunting Company of Chicopee Falls, Massachusetts. These numbers are of particular use when one publication contains references to several subjects. By noting the number in the margin opposite the material and then making an entry on one's library index card, reference with minimum effort may be made.

As a guide to the use of the List in one's own office library, the reverse of this page provides ample space. To simplify the recording of any changes the individual may care to make in adapting the List to his purposes, notations should be made on the appropriate page to avoid future confusions.

The List consists of three sections so established because agencies have often divided their collections on a similar basis. Each section has its own introduction.

- I Headings for General Material
- II Headings for Local Material
- III Headings for Industrial Material

Experience supports the desirability of the separation of local material from other publications. An agency, however, that wishes to combine the sections of the List, should encounter no serious problems or conflicts.

Most of the subheadings given in Section II (Local Material) correspond exactly to the headings given in Section I. The subheadings in Section III (Industrial Material), because of inherent differences in subject content covered, are unlikely to conflict with those in either of the preceding sections.

In assigning subject headings, the user should be guided by the following principles:

1. Assign the heading that will be most useful to your agency.
2. Assign the heading that comes closest to expressing the subject of the publication. Because titles may be misleading, determine the subject from an examination of the contents of the publication.
3. Be consistent in assignment of headings. Apply the same interpretation to comparable publications.

Instructions for establishing the industrial development library of the _____

using the LIST OF SUBJECT HEADINGS FOR FILING AND INDEXING INDUSTRIAL DEVELOPMENT COLLECTIONS, AIDC 1964.

SECTION I:

Headings for General Materials

Industrial development collections include extensive files on various aspects of that subject. In addition, the collections usually contain material pertaining to community development, economic growth and similar topics. These general publications normally require more specific subject headings than are used with local material.

The headings in this Section have been established for general collections of development agencies. Though local material can be filed under these headings, use of Section II headings is recommended instead.

No headings for specific industries are included in the List. Such headings (for example: Textile Industry, Container Industry) can be adopted and written into the List as needed. Should a user develop an extensive file on a particular industry, he will find in Section III a list of subheadings that can be used to subdivide the file.

Subheadings are given frequently in this Section. They should be used only for publications emphasizing that particular aspect of the subject. The subject heading given in the List covers histories, surveys, planning, trends and other common aspects of or approaches to the subject. Subheadings should, therefore, be used only where an extensive file is maintained on the respective subject and when an individual publication provides a restrictive treatment.

Scope notes accompany most of the headings in the Section. These notes, defining the limitations of the individual headings, offer assistance in the selection of appropriate headings and help distinguish between headings which may be confused. To draw attention to related headings, "see also" references have been included. "See references" are given from a less familiar form to the heading chosen for use. Should an individual user have reason to prefer some other form to the one adopted for this List, he can substitute it by noting on the appropriate page the modification he makes.

To aid those agencies needing location symbols, a number derived from the Cutter-Sanborn Author Tables has been assigned each subject heading in this section.

No.

Listing

A 244 ADVERTISING: techniques, principles, and forms. (Discussions of advertising from standpoint of industrial development should be put with PROMOTION - ADVERTISING.)

----- Aerospace research: SEE - SPACE TECHNOLOGY

A 276 AGRIBUSINESS: economic activity "created and maintained because of ... farming operations;" firms manufacturing products necessary for farm inputs; firms processing farm outputs; firms utilizing raw materials provided by farms.

A 278 AGRICULTURE: descriptive and statistical information concerning production and returns from farming and other agricultural enterprises. (May include census reports here.)

A 298 AIR POLLUTION: causes of and techniques for controlling contamination of the air.

----- Airports: SEE - TRANSPORTATION - AIR; INDUSTRIAL SITES

----- Air transportation: SEE - TRANSPORTATION - AIR

A 614 ANNEXATION: expansion of city limits by legal means.

A 675 AREA DEVELOPMENT: development program involving area composed of more than one city or county unit of government. (Used for comprehensive programs including planning, industrial development, and other approaches to maximum utilization of resources.) SEE also - COMMUNITY DEVELOPMENT, REGIONAL DEVELOPMENT, AREA PLANNING.

<u>No.</u>	Listing
<u>A 677</u>	<u>AREA PLANNING</u> : formulation of an Area Development Program; emphasis on theory and planning rather than on application of the plan. <u>SEE also</u> - AREA DEVELOPMENT.
<u>A 679</u>	<u>AREA REDEVELOPMENT</u> : programs and activities related directly to the U. S. Area Redevelopment Administration.
<u>A 881</u>	<u>ATOMIC ENERGY</u> : economic impact of the use of atomic power.
<u>A 939</u>	<u>AUTOMATION</u> : economic impact of mechanical innovations. (For the impact of computers - <u>SEE</u> - DATA PROCESSING.)

<u>No.</u>	Listing
-----	Banks & Banking: <u>SEE</u> - FINANCIAL INSTITUTIONS
-----	Building: <u>SEE</u> - CONSTRUCTION
<u>B 932</u>	<u>BUILDING CODES:</u> construction requirements for electrical wiring, plumbing, heating, fire protection, etc.
-----	Buildings: <u>SEE</u> - INDUSTRIAL BUILDINGS
-----	Business Climate: <u>SEE</u> - BUSINESS - COMMUNITY RELATIONS; COMMUNITY ATTITUDES
<u>B 975</u>	<u>BUSINESS - COMMUNITY RELATIONS:</u> interchange between the community and business enterprises, corporate citizenship.
<u>B 977</u>	<u>BUSINESS DISTRICTS:</u> area containing retail and service businesses, offices, and theaters. <u>CENTRAL BUSINESS DISTRICTS:</u> "area characterized by high concentration of retail businesses, offices, theaters, hotels, and service business;" by "high traffic flow;" and "very high land valuation."
<u>B 979</u>	<u>BUSINESS FAILURES:</u> instances of and causes for failures of business enterprises.
-----	Business indicators: <u>SEE</u> - ECONOMIC CONDITIONS & INDICATORS

<u>No.</u>	Listing
-----	Central Business District: <u>SEE</u> - BUSINESS DISTRICTS
<u>C 581</u>	<u>CITY PLANNING</u> : application or utilization of the principles and methods of the planning profession.
<u>C 727</u>	<u>COMMUNITY ATTITUDES</u> : general character of; local viewpoint; public opinion; includes community's attitude towards industry and industrialization and business climate.
<u>C 729</u>	<u>COMMUNITY AUDITS</u> : methodology and techniques of conducting and reporting a survey of community resources. ____ <u>EXAMPLES</u> : audits of specific communities. (File alphabetically by name of community.)
<u>C 731</u>	<u>COMMUNITY DEVELOPMENT</u> : planning for and study of the entire range of public services, cultural facilities, natural resources, and economic resources and potentials as a basis for a community improvement program. <u>SEE also</u> - AREA DEVELOPMENT, REGIONAL DEVELOPMENT.
<u>C 733</u>	<u>COMMUNITY FACILITIES ADMINISTRATION</u> : purpose and programs of the federal agency. ____ <u>GRANTS</u> : description of local programs carried on under CFA grants.
<u>C 735</u>	<u>COMMUTING</u> : movement of workers between residences in outlying communities and place of employment.
-----	Computers: <u>SEE</u> - DATA PROCESSING

<u>No.</u>	Listing
<u>C 756</u>	<u>CONSTRUCTION</u> : building activity as a measure of economic conditions or growth. (Information on the Construction Industry should be handled separately according to the procedure adopted for treatment of material on specific industries.) <u>SEE also</u> - BUILDING CODES; INDUSTRIAL BUILDINGS.
-----	Consultants: <u>SEE</u> - DEVELOPMENT PROGRAMS - CONSULTANTS
-----	Consumer Price Index: <u>SEE</u> - COST OF LIVING
<u>C 758</u>	<u>CONSUMERS</u> : characteristics of consumer markets, preferences, and demands.
-----	Corporate citizenship: <u>SEE</u> - BUSINESS - COMMUNITY RELATIONS
<u>C 822</u>	<u>CORPORATIONS</u> : organization and characteristics of business enterprises. _____ DECENTRALIZATION _____ SIZE <u>SEE also</u> - INDUSTRIAL FINANCING - DEVELOPMENT AUTHORITIES & CORPORATIONS; MANUFACTURING - DIRECTORIES.
<u>C 837</u>	<u>COST OF LIVING</u> : includes material on consumer price index.
-----	County Government: <u>SEE</u> - GOVERNMENT - COUNTY
<u>C 969</u>	<u>CULTURAL FACILITIES AND PROGRAMS</u> : community resources and activities in the areas of drama, music, and other fine arts.

No.

Listing

D 232 DATA PROCESSING: storing and retrieving information through the use of machines, including computers. SEE also - AUTOMATION.

D 424 DEPRESSED AREAS: identification and description of areas with declining economies.

----- Development Authorities: SEE - INDUSTRIAL FINANCING

D 487 DEVELOPMENT COUNCILS: (Subdivide by the name of the specific organization, for example, AMERICAN INDUSTRIAL DEVELOPMENT COUNCIL.)

D 489 DEVELOPMENT PROGRAMS: roles and activities of agencies either primarily or secondarily concerned with industrial development.

____ ACADEMIC INSTITUTIONS
 ____ CHAMBERS OF COMMERCE
 ____ COMMUNITY DEVELOPMENT GROUPS
 ____ COMMITTEES OF 100
 ____ FEDERAL GOVERNMENT
 ____ FINANCIAL INSTITUTIONS
 ____ LOCAL GOVERNMENTS
 ____ PUBLIC UTILITIES
 ____ REGIONAL DEVELOPMENT GROUPS
 ____ RESEARCH ORGANIZATIONS
 ____ STATE GOVERNMENTS
 ____ TRANSPORTATION COMPANIES

SEE also - INDUSTRIAL DISTRICTS; PROMOTION.

----- Diversification of industry: SEE - MANUFACTURING - DIVERSIFICATION

<u>No.</u>	<u>Listing</u>
<u>E 16</u>	<u>ECONOMIC ASSISTANCE:</u> foreign aid, technical assistance programs.
<u>E 18</u>	<u>ECONOMIC BASE STUDIES:</u> analysis of the primary sources of employment and income to determine the basic (export) and non-basic (local) industries in the community. ____ <u>EXAMPLES:</u> use for specific economic base studies. (File alphabetically by name of the community studied.)
<u>E 20</u>	<u>ECONOMIC CONDITIONS & INDICATORS:</u> status of the economy; business indicators or measures of economic conditions.
<u>E 22</u>	<u>ECONOMIC DEVELOPMENT:</u> systematic effort and study to develop more fully the industrial, business, and agricultural resources and potentials of an area.
<u>E 24</u>	<u>ECONOMIC GEOGRAPHY</u>
<u>E 26</u>	<u>ECONOMIC RESEARCH:</u> systematic study and investigation of business problems and various aspects of economic conditions.
<u>E 28</u>	<u>EDUCATION:</u> discussion of programs of public schools and academic institutions. (For in-service training and apprenticeship <u>SEE</u> - JOB TRAINING.) (For trade education <u>SEE</u> - VOCATIONAL EDUCATION.) (For professional training <u>SEE</u> the name of the profession, for example, INDUSTRIAL DEVELOPERS.)
<u>E 55</u>	<u>EMPLOYMENT & UNEMPLOYMENT:</u> extent and nature; causes and solutions to unemployment.

<u>No.</u>	Listing
<u>E 57</u>	<u>ENGINEERS:</u> supply and demand and education of engineers. <u>SEE also</u> - CONSULTANTS.
<u>E 61</u>	<u>ENTREPRENEURAL ENTERPRISES:</u> characteristics of individually conceived, financed, and managed business enterprises.
-----	Exports: <u>SEE</u> - FOREIGN TRADE

<u>No.</u>	Listing
-----	Federal Government: <u>SEE</u> - GOVERNMENT - FEDERAL; AREA REDEVELOPMENT; COMMUNITY FACILITIES ADMINISTRATION; INDUSTRIAL FINANCING; RURAL AREAS DEVELOPMENT; SMALL BUSINESS ADMINISTRATION.
<u>F 491</u>	<u>FINANCIAL INSTITUTIONS</u> : characteristics, growth trends, and location of banks and other financial institutions. (For activities related to industrial development <u>SEE</u> - DEVELOPMENT PROGRAMS - FINANCIAL INSTITUTIONS.) <u>SEE also</u> - INDUSTRIAL FINANCING.
-----	Financing: <u>SEE</u> - INDUSTRIAL FINANCING
<u>F 712</u>	<u>FORECASTS - ECONOMIC</u> : general economic projections. (Projections confined to a specific subject are filed under that subject with the addition of the subheading FORECASTS, for example, INCOME - FORECASTS.)
<u>F 714</u>	<u>FORECASTS - METHODOLOGY</u> : techniques used in preparing projections.
-----	Foreign Aid: <u>SEE</u> - ECONOMIC ASSISTANCE
<u>F 716</u>	<u>FOREIGN TRADE</u> : overseas markets, imports, exports, tariffs and other factors affecting trade between countries.
-----	Forest Resources: <u>SEE</u> - RESOURCES
<u>F 863</u>	<u>FREIGHT RATES</u> : general discussion of rates. (For rates for particular modes of transportation <u>SEE</u> the appropriate headings under TRANSPORTATION.)

No.

Listing

G 721 GOVERNMENT: characteristics and services of the various types of government;
subdivide by type.

 COUNTY
 FEDERAL
 CONTRACTS
 GRANTS-IN-AID
 MUNICIPAL
 EDUCATIONAL SERVICES
 FIRE PROTECTION
 POLICE PROTECTION
 SANITATION SERVICES
 WATER & OTHER UTILITIES
 STATE

SEE also - DEVELOPMENT PROGRAMS; INDUSTRIAL FINANCING;
 TAXATION.

G 884 GROWTH INDUSTRIES: industries displaying unusual potential for expansion.

No.

Listing

H 638

HIGHWAYS

____ FINANCE

____ IMPACT

____ BUSINESS

____ LAND USE AND LAND VALUES

____ INTERSTATE

H 842

HOUSING AND RESIDENTIAL AREAS:

____ BEDROOM COMMUNITIES

____ RETIREMENT COMMUNITIES

<u>No.</u>	Listing
-----	Imports: <u>SEE</u> - FOREIGN TRADE
<u>I 32</u>	<u>INCOME</u> : corporate and personal income. <u> </u> FORECASTS
-----	Industrial Bonds: <u>SEE</u> - INDUSTRIAL FINANCING
<u>I 34</u>	<u>INDUSTRIAL BUILDINGS</u> : buildings utilized for manufacturing operations. <u> </u> CONSTRUCTION COSTS <u> </u> DESIGNS & PLANS <u> </u> EXPANSION <u> </u> MODERNIZATION <u> </u> SPECULATIVE
<u>I 36</u>	<u>INDUSTRIAL DEVELOPERS</u> : academic preparation and personal qualifications; job descriptions and salary scales.
<u>I 38</u>	<u>INDUSTRIAL DEVELOPMENT</u> : systematic study and effort designated to attract new industries to an area and to strengthen and expand existing local industries. (Use <u>only</u> when a more specific heading is not available.) <u> </u> BIBLIOGRAPHIES: lists of material on industrial development. <u> </u> Councils: <u>SEE</u> - DEVELOPMENT COUNCILS. <u> </u> HISTORY <u> </u> INSTITUTES AND WORKSHOPS: seminars and training sessions. <u> </u> TECHNIQUES <u> </u> THEORIES <u> </u> <u>SEE also</u> - DEVELOPMENT PROGRAMS
-----	Industrial Development Corporations: <u>SEE</u> - INDUSTRIAL FINANCING

- | <u>No.</u> | Listing |
|-------------|---|
| <u>I 40</u> | <p><u>INDUSTRIAL DISTRICTS:</u> improved tract of land offering special facilities and services to industrial tenants. (Includes industrial parks and industrial estates.)</p> <p>_____ <u>SPONSORS:</u> description of districts operated by specific types of agencies. (Information on a particular district may go here or under EXAMPLES.)</p> <p>_____ <u>GOVERNMENT SPONSORED</u></p> <p>_____ <u>PRIVATE</u></p> <p>_____ <u>LOCAL COMMUNITY</u></p> <p>_____ <u>REAL ESTATE</u></p> <p>_____ <u>RAILROAD</u></p> <p>_____ <u>TENANTS:</u> occupants or likely occupants of districts.</p> <p>_____ <u>EXAMPLES:</u> description of specific industrial districts file alphabetically by name of district.</p> <p><u>SEE also</u> - RESEARCH PARKS</p> |
| <u>I 42</u> | <p><u>INDUSTRIAL EQUIPMENT:</u> obsolescence, modification of.</p> <p>_____ <u>LEASING:</u> arguments for and against.</p> |
| ----- | <p>Industrial estates: <u>SEE</u> - INDUSTRIAL DISTRICTS</p> |
| <u>I 44</u> | <p><u>INDUSTRIAL FINANCING:</u> private and public sources of funds; methods of financing industrial expansion, including fund raising techniques.</p> <p>_____ <u>COMPANY</u></p> <p>_____ <u>DEVELOPMENT AUTHORITIES & CORPORATIONS</u></p> <p>_____ <u>FEDERAL GOVERNMENT</u></p> <p>_____ <u>FINANCIAL INSTITUTIONS</u></p> <p>_____ <u>INDUSTRIAL BONDS</u></p> <p>_____ <u>SMALL BUSINESS INVESTMENT CORPORATIONS</u></p> <p>_____ <u>TAX CONCESSIONS & SUBSIDIES</u></p> |
| <u>I 46</u> | <p><u>INDUSTRIAL GROWTH:</u> discussion of general industrial expansion. (Expansion of a particular building goes under INDUSTRIAL BUILDINGS.) (Expansion within a specific industry goes under that industry.)</p> |

<u>No.</u>	<u>Listing</u>
-----	Industrial location: <u>SEE</u> - MANUFACTURING - LOCATION OF; PLANT LOCATION
-----	Industrial Parks: <u>SEE</u> - INDUSTRIAL DISTRICTS
<u>I 48</u>	<u>INDUSTRIAL PROSPECTS:</u> identification and handling.
-----	Industrial relations: <u>SEE</u> - LABOR RELATIONS
-----	Industrial research: <u>SEE</u> - RESEARCH & DEVELOPMENT - INDUSTRIAL
<u>I 50</u>	<u>INDUSTRIAL SITES:</u> lots suitable for use by industry; desirable characteristics of land tracts; selection and preparation of suitable tracts. <u>AIRPORTS SITES</u> <u>RAILROAD SITES</u> <u>WATERSIDE SITES, PORTS, ETC.</u> <u>SEE also</u> - INDUSTRIAL DISTRICTS
<u>I 52</u>	<u>INDUSTRIALIZATION:</u> impact of industry on an area.
<u>I 61</u>	<u>INTERNATIONAL DEVELOPMENT PROGRAMS:</u> development programs in foreign countries. (For programs involving American aid <u>SEE</u> - ECONOMIC ASSISTANCE.)
<u>I 63</u>	<u>INTERSTATE COMPACTS & AGREEMENTS:</u> cooperative projects and relationships involving several states.

<u>No.</u>	Listing
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-----	Interstate Highways: <u>SEE</u> - HIGHWAYS - INTERSTATE
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- J -

<u>J 62</u>	<u>JOB TRAINING:</u> on-the-job instruction, in-service training, apprenticeship.
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- K -

<u>No.</u>	Listing
<u>L 121</u>	<u>LABOR FORCE</u> : manpower, characteristics, availability, and turnover; labor market areas. <u>SEE also</u> - EMPLOYMENT & UNEMPLOYMENT; PRODUCTIVITY; WAGES & SALARIES.
<u>L 123</u>	<u>LABOR LAWS</u> : <u> </u> Federal <u> </u> State
<u>L 125</u>	<u>LABOR RELATIONS</u> : includes arbitration, bargaining, strikes, and other labor-management negotiations.
-----	Labor supply: <u>SEE</u> - LABOR FORCE
<u>L 127</u>	<u>LABOR SURPLUS AREAS</u> : areas where available manpower exceeds job openings.
<u>L 129</u>	<u>LABOR UNIONS</u> : organization, programs, and membership. (Employee-management activity goes under LABOR RELATIONS.)
<u>L 264</u>	<u>LAND USE</u> : actual use and plans for future development. <u>SEE also</u> - INDUSTRIAL SITES.
<u>L 266</u>	<u>LAND VALUES</u> : cost and changes in that cost.

<u>No.</u>	Listing
-----	Malls: <u>SEE</u> - SHOPPING CENTERS
<u>M 267</u>	<u>MANAGEMENT</u> : methods and principles of administering organizations and enterprises.
-----	Manpower: <u>SEE</u> - EMPLOYMENT & UNEMPLOYMENT, LABOR FORCE
<u>M 294</u>	<u>MANUFACTURING</u> : material on a specific industry goes with that industry. (Census reports may be included here.)
	<u> </u> COSTS <u> </u> DIRECTORIES <u> </u> DIVERSIFICATION <u> </u> LOCATION OF <u> </u> ORIENTATION OF <u> </u> LABOR <u> </u> MARKET <u> </u> RAW MATERIALS <u> </u> STATISTICS
<u>M 297</u>	<u>MAPPING</u> : techniques of producing maps, aerial photographs, and similar materials; information on specific companies providing mapping services. (Maps themselves are better filed in a special collection or with the subject mapped.)
<u>M 343</u>	<u>MARKET AREAS</u> : trade areas.
<u>M 345</u>	<u>MARKET RESEARCH</u> : methods and techniques.
<u>M 347</u>	<u>MARKET SURVEYS</u> : specific surveys better filed with the subject of the survey.

<u>No.</u>	Listing
<u>M 414</u>	<u>MASS TRANSPORTATION:</u> <u> </u> RAPID TRANSIT <u> </u> <u>SEE also</u> - COMMUTING
<u>M 425</u>	<u>MATERIALS HANDLING:</u>
<u>M 594</u>	<u>METROPOLITAN AREAS:</u> discussions of the characteristics, problems, growth and future of metropolitan areas. <u>SEE also</u> - STRIP CITIES
-----	Mineral Resources: <u>SEE</u> - RESOURCES
-----	Motor transportation: <u>SEE</u> - TRANSPORTATION - HIGHWAY
-----	Municipal Government: <u>SEE</u> - GOVERNMENT - MUNICIPAL
-----	Municipal Services: <u>SEE</u> - GOVERNMENT - MUNICIPAL

No. Listing

----- Natural Resources: SEE - RESOURCES

N 558 NEW PLANTS & EXPANSIONS: statistical data on new and expanded industries;
trends.

N 561 NEW PRODUCTS: developing and marketing new products.

- O -

O 61 OPERATING RATIOS:

No.

Listing

P 247 PARKING: facilities for parking motor vehicles.

----- Planning: SEE - AREA PLANNING, CITY PLANNING, REGIONAL PLANNING.
(Planning for a specific organization or purpose goes with the subject, for example, planning for Shopping Centers goes with Shopping Centers and planning for Land Use goes with that subject.)

P 714 PLANT LOCATION: techniques and methods of selecting a location for a manufacturing enterprise.

____ LOCATION FACTORS
 ____ CLIMATE
 ____ COMMUNITY ATTITUDES
 ____ LABOR
 ____ MARKETS
 ____ SITES
 ____ TRANSPORTATION
 ____ UTILITIES
 ____ OTHER FACTORS
 ____ THEORIES
 ____ COMMUNITY APPROACH TO
 ____ INDUSTRY APPROACH TO

SEE also - NEW PLANTS & EXPANSIONS; INDUSTRIAL SITES

P 716 PLANT LOSS: discussion of a community's failure to locate a specific industry as well as the movement of industry from an area or a community.

P 718 PLANT RELOCATION: legal and economic problems a company encounters when it decides to transfer a manufacturing operation from one community to another.

P 813 POPULATION: characteristics, trends, and migration.

____ FORECASTS
 ____ STATISTICS: (Census reports and similar compilations.)

<u>No.</u>	Listing
<u>P 964</u>	<u>PRODUCTIVITY:</u> measurement, analysis, and interpretation of production in relation to the input of labor and other factors.
<u>P 966</u>	<u>PROMOTION:</u> planning and budgeting for promotional programs; materials and methods utilized to "sell" an area. (Include here examples of the materials as well as guides to their preparation.) <u>ADVERTISING</u> <u>BROCHURES</u> <u>DIRECT MAIL CAMPAIGNS</u> <u>FILMS & RECORDINGS</u> <u>PERSONAL CONTACTS</u> <u>TOURS</u> <u>TRENDS</u>
-----	Property tax: <u>SEE</u> - TAXATION
-----	Prospects: <u>SEE</u> - INDUSTRIAL PROSPECTS
-----	Public relations: <u>SEE</u> - BUSINESS - COMMUNITY RELATIONS; PROMOTION.
<u>P 976</u>	<u>PUBLIC UTILITIES:</u> include here material on all utilities such as Electric, Gas, Combined; subdivide by particular type of utility if volume of material justifies. (For role of utilities in Industrial Development <u>SEE</u> - DEVELOPMENT PROGRAMS.)

<u>No.</u>	<u>Listing</u>
-----	Rail transportation: <u>SEE</u> - TRANSPORTATION - RAIL
-----	Rapid Transit: <u>SEE</u> - MASS TRANSPORTATION - RAPID TRANSIT
<u>R 288</u>	<u>REALTORS:</u> activities and methods. <u>SEE also</u> - INDUSTRIAL DISTRICTS; RESEARCH PARKS.
<u>R 311</u>	<u>RECREATION:</u> facilities, resources, and programs for leisure time activities. <u>SEE also</u> - CULTURAL FACILITIES AND PROGRAMS.
<u>R 336</u>	<u>REGIONAL DEVELOPMENT:</u> development program involving more than one state; used for comprehensive programs including planning, industrial development, and other approaches to maximum utilization of resources. <u>SEE also</u> - AREA DEVELOPMENT; COMMUNITY DEVELOPMENT; DEVELOPMENT COUNCILS; INTERSTATE COMPACTS AND AGREEMENTS.
<u>R 338</u>	<u>REGIONAL PLANNING:</u> formulation of a regional development program; emphasis on theory and planning rather than on application of the plan. <u>SEE also</u> - REGIONAL DEVELOPMENT.
<u>R 428</u>	<u>RESEARCH & DEVELOPMENT:</u> for research conducted by a specific type of agency, use the appropriate subheading from the following. (For publications concerning research in specific subject areas <u>SEE</u> the appropriate subject, for example, ECONOMIC RESEARCH; MARKET RESEARCH; SCIENTIFIC RESEARCH.)
	<u>ACADEMIC</u>
	<u>GOVERNMENT</u>
	<u>INDUSTRIAL</u>

- | <u>No.</u> | Listing |
|--------------|---|
| <u>R 432</u> | <p><u>RESEARCH PARKS:</u> improved tract of land offering special facilities and services to tenants engaged in research and development.</p> <p>_____ <u>SPONSORS:</u> role of these agencies in operating parks as well as information on the parks themselves. (Description of a specific park may go here or under EXAMPLES.)</p> <p>_____ <u>ACADEMIC INSTITUTIONS</u></p> <p>_____ <u>COMMUNITY</u></p> <p>_____ <u>JOINT</u> (Two or more types of sponsors)</p> <p>_____ <u>REAL ESTATE</u></p> <p>_____ <u>OTHER</u></p> <p>_____ <u>TENANTS:</u> information on occupants or likely occupants.</p> <p>_____ <u>EXAMPLES:</u> description of specific parks. (File alphabetically by the name of the park.)</p> |
| <u>R 434</u> | <p><u>RESOURCES:</u> availability, characteristics, and usage of forest, mineral, water and other natural resources.</p> |
| <u>R 436</u> | <p><u>RETAIL LOCATION:</u> factors involved and methods employed in finding suitable sites for retail enterprises.</p> |
| <u>R 438</u> | <p><u>RETAIL TRADE:</u> (Census reports may be filed here.)</p> |
| ----- | <p>Revenue Bonds: <u>SEE</u> - INDUSTRIAL FINANCING</p> |
| <u>R 944</u> | <p><u>RURAL AREAS:</u> areas characterized by agricultural activities and low population density.</p> |
| <u>R 946</u> | <p><u>RURAL AREAS DEVELOPMENT:</u> programs and activities related directly to the Rural Areas Development Program.</p> |
| <u>R 948</u> | <p><u>RURAL INDUSTRIES:</u> industries having some specific advantage when located outside metropolitan areas.</p> |

<u>No.</u>	Listing
<u>S 253</u>	<u>SATELLITE INDUSTRIES:</u> manufacturing industries supporting or supplying other industries.
<u>S 416</u>	<u>SCIENTIFIC RESEARCH:</u> study and investigation in the basic and applied sciences.
<u>S 491</u>	<u>SERVICE TRADES:</u> (Census reports may be filed here.)
<u>S 559</u>	<u>SHOPPING CENTERS:</u> consumer oriented, planned areas of retail business activity. ____ DESIGN & PLANNING ____ IMPACT OF ____ MALLS ____ RECEIPTS & EXPENSES ____ TENANTS
<u>S 631</u>	<u>SMALL BUSINESS:</u> characteristics, problems, and management of small businesses. <u>SEE also</u> - ENTREPRENEURIAL ENTERPRISES.
<u>S 633</u>	<u>SMALL BUSINESS ADMINISTRATION:</u> activities, programs, and services of the U. S. Small Business Administration. <u>SEE also</u> - INDUSTRIAL FINANCING - FEDERAL GOVERNMENT.
<u>S 635</u>	<u>SMALL TOWNS:</u> characteristics and problems.
<u>S 732</u>	<u>SPACE TECHNOLOGY:</u> economic impact and industrial application of aerospace research.

<u>No.</u>	Listing
-----	State Government: <u>SEE</u> - GOVERNMENT - STATE
-----	Strikes: <u>SEE</u> - LABOR RELATIONS
<u>S 916</u>	<u>STRIP CITIES</u>
<u>S 941</u>	<u>SUBURBAN AREAS</u> : include both incorporated and unincorporated areas.

<u>No.</u>	Listing
<u>T 235</u>	<u>TAXATION:</u> includes assessment and revaluation practices and programs. (Sub- divide by specific type of taxation.)
	<u>BUSINESS LICENSE FEES</u>
	<u>CORPORATION INCOME</u>
	<u>EXCISE</u>
	<u>INDIVIDUAL INCOME</u>
	<u>MACHINERY & INVENTORY</u>
	<u>PROPERTY</u>
	<u>SPECIAL</u>
-----	Technical Assistance: <u>SEE</u> - ECONOMIC ASSISTANCE
<u>T 255</u>	<u>TECHNOLOGICAL APPLICATIONS:</u> industrial application of technical innovations.
<u>T 727</u>	<u>TOURISM:</u> commercial activities involved in attracting and serving tourists.
-----	Trade areas: <u>SEE</u> - MARKET AREAS
-----	Trade education: <u>SEE</u> - VOCATIONAL EDUCATION
<u>T 764</u>	<u>TRAFFIC:</u> traffic management and traffic flow.
<u>T 772</u>	<u>TRANSPORTATION:</u> general information on passenger and/or freight transportation. (If publication concerns only one mode of transportation, use the appropriate subheading.)
	<u>AIR</u>
	<u>AIRPORTS</u>
	<u>RATES</u>
	<u>HIGHWAY</u>
	<u>RATES</u>
	<u>RAIL</u>
	<u>RATES</u>
	<u>WATER</u>
	<u>RATES</u>

No.

Listing

U 55

UNDERDEVELOPED AREAS: areas in which resources have not been exploited or economic potential realized.

Unemployment: SEE - EMPLOYMENT

U 72

URBAN RENEWAL: (Include locally sponsored projects as well as those financed by local and federal funds.)

INDUSTRIAL-COMMERCIAL

RESIDENTIAL

- V -

V 872

VOCATIONAL EDUCATION: education and training leading to a specific non-professional occupation. SEE also - JOB TRAINING.

-----HEADINGS FOR GENERAL MATERIALS-----

W-1

<u>No.</u>	Listing
<u>W 131</u>	<u>WAGES & SALARIES:</u> includes benefits.
<u>W 274</u>	<u>WAREHOUSES</u>
<u>W 328</u>	<u>WATER POLLUTION:</u> causes of and techniques for controlling contamination of water.
-----	Water Resources: <u>SEE</u> - RESOURCES
-----	Water transportation: <u>SEE</u> - TRANSPORTATION - WATER
<u>W 628</u>	<u>WHOLESALE TRADE:</u> (Census reports may be filed here.)

No.

Listing

- X -

- Y -

- Z -

Z 83

ZONING

 CODES
 ORDINANCES
 VARIANCES

SECTION II:

Headings for Local Materials

Normally an agency finds it useful to separate the material specifically concerning the local area from other portions of the collection.

The most satisfactory method of accomplishing this separation is filing first by name of the area, and then by subject of the publication.

The following headings, intended for agencies maintaining local files, can be used as subheadings under the name of a city, county, state, or region.

These headings agree in form with those appearing in Section I; in fact many of the headings are identical.

Definitions of headings are included in Section I but not usually in Section II. The definitions, given in Section I because it is the most comprehensive list, have not been repeated in Section II in order to save space. In the case of confusing headings, a user can frequently find clarification in Section I.

While the user should freely modify the headings given in this Section, all changes should be recorded in the margin in order to insure future consistency.

-----HEADINGS FOR LOCAL MATERIALS-----

AGRICULTURE

BIOGRAPHICAL SKETCHES: (File information alphabetically by the name of the individual.)

CLIMATE

COMMUNICATION MEDIA: radio, television, and press facilities

COMMUNITY ATTITUDES

CONSTRUCTION

COST OF LIVING

CULTURAL FACILITIES & PROGRAMS

DIRECTORIES

ECONOMIC CONDITIONS & ECONOMIC INDICATORS

EDUCATIONAL FACILITIES

EMPLOYMENT & UNEMPLOYMENT

FINANCIAL INSTITUTIONS

GEOGRAPHY: characteristics and distinctive features of area.

GOVERNMENT: form, organization, districts, etc. of state, county, and municipal governments.

-----HEADINGS FOR LOCAL MATERIALS-----

GOVERNMENTAL REGULATIONS

- ☐ AIR POLLUTION CONTROLS
- ☐ BUILDING CODES
- ☐ HEALTH & SAFETY RULES
- ☐ INSURANCE REGULATIONS
- ☐ LICENSES
- ☐ TAXATION
- ☐ WATER POLLUTION CONTROLS
- ☐ ZONING REGULATIONS

GOVERNMENTAL SERVICES

- ☐ FIRE PROTECTION
- ☐ LAW ENFORCEMENT
- ☐ SEWAGE SYSTEMS
- ☐ WATER WORKS

HEALTH FACILITIES & SERVICES

HIGHWAYS AND STREETS

HOUSING & RESIDENTIAL AREAS

INCOME

INDUSTRIAL BUILDINGS

INDUSTRIAL DISTRICTS

INDUSTRIAL SITES

LABOR FORCE

LABOR RELATIONS

LABOR UNIONS

LAND USE

MANUFACTURING

-----HEADINGS FOR LOCAL MATERIALS-----

MARKET SURVEYS

MEDICAL FACILITIES AND SERVICES

NEW PLANTS AND EXPANSIONS

ORGANIZATIONS & ASSOCIATIONS: (File information alphabetically by the name of the organization.)

POPULATION

PUBLIC UTILITIES

REALTORS

RECREATION

RESEARCH

RESOURCES

RETAIL TRADE

SERVICE INDUSTRIES

SHOPPING CENTERS

TAXATION

TOURISM

TRAFFIC

TRANSPORTATION

-----HEADINGS FOR LOCAL MATERIALS-----

URBAN RENEWAL

WAGES

WAREHOUSES

WHOLESALE TRADE

SECTION III:

Headings for Industrial Materials

For those agencies maintaining extensive files on specific industries, this Section lists subheadings that can be used to subdivide the file. All of the subheadings will not apply to every industry, and seldom will the collection be large enough to require the use of many subdivisions.

While the user should freely modify the headings given in this Section, all changes should be recorded in the margin in order to insure future consistency.

-----HEADINGS FOR INDUSTRIAL MATERIALS-----

ADVERTISING

BIOGRAPHICAL SKETCHES: includes personnel changes

COMPANY INFORMATION

CONSOLIDATION AND MERGERS

DIRECTORIES

EMPLOYMENT

FINANCIAL DATA

FORECASTS AND TRENDS

GOVERNMENT REGULATIONS

HISTORY

INTERNATIONAL ASPECTS

MARKET SURVEYS

PLANT LAYOUT

PRODUCTS

RAW MATERIALS

STATISTICS

TECHNOLOGY AND PROCESSES